

Community Enhancement Grant (CEG)						
Project Budget for 2018-19						
	Source of Funds				Requested CEG funds	Subtotals
	Donations	Grants (identify source)				
		source 1	source 2	source 3		
Staff costs (direct service provided)						
Case management						
Trainers / Instructors						
Counseling						
Supervisor						
Accounting						
Other						
Subtotal by category						
Program Costs, including materials						
Handout materials						
Technical manuals						
Clothing						
Stipends						
Transportation						
Food						
Other						
Subtotal by category						
Administrative and indirect Costs						
Management (such as executive director and other administrative personnel spending time not directly providing service to project clients)						
Indirect costs (rent/mortgage, utilities, insurance, etc)						
Subtotal by category						
Total project budget						
CEG fund request as percentage of total budget						
Instructions: The project budget must be comprehensive, indicating all costs associated with the project, even those that this grant will not fund. Insert or delete rows within the three categories if needed, but <b>do not change or add to the three categories.</b>						
Definitions						
Staff costs : These costs include total cost (# of hours x hourly rate) of any personnel (nonprofit staff or consultants) who will provide direct services to clients.						
Project costs : These costs include any expenses that directly support the program/project.						
Administrative costs : Though these costs are essential to the proper running of an organization, this grant will only fund direct service.						